



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Daniel Bennett  
Building Commissioner

**TO:** Selectboard/ School Committee

**FROM:** Ray Masak, PE Project Manager

**SUBJECT:** Brookline High School Expansion project  
Commissioning Services- Contract Amendment 1 (FY 19)

**DATE:** October 13, 2021

On the Calendar this week, the Building Department is requesting the approval of a contract amendment for designer services for the subject project in the amount of \$6,000. This amendment is for additional onsite observations of ongoing field water leakage tests due to water infiltration issues for windows on the third floor of 22 Tappan.

The appropriation for the original contract was approved by Town Meeting as part of the overall High School project budget for FY19. The commissioning work of this contract has been ongoing since the start of the project.

The Building Department will be available to answer any questions. Thank you for your consideration.





Hill International, Inc.  
75 Second Avenue, Suite 300  
Needham, MA 02494  
Tel: 617-778-0900  
www.hillintl.com

October 7, 2021

Mr. Ray Masak, P.E.  
Project Manager  
Town of Brookline Building Department  
333 Washington Street  
Brookline, MA 02445

RE: Recommendation to approve NV5 Amendment #1 for five additional site visits for observation of window tests

Dear Mr. Masak:

NV5 is submitting their Contract Amendment #1 for five (5) additional site visits for Building Enclosure Associates (BEA) to review and observe of on-going window field water tests at 22 Tappan St. which are above and beyond what was included in the original base fee for the Brookline High School Expansion Project. Hill has reviewed, negotiated where applicable, and agree that all items listed in this amendment is fair, reasonable for the described scope of work, and are compensable adjustments to the Lump Sum Contract. This Contract Amendment is an additional cost total of **\$6,000.00**.

Based on the above, Hill recommends to ToB approval of NV5 Contract Amendment #1 to their lump sum contract.

Very truly yours,

A handwritten signature in black ink, appearing to read "Andy Vo".

Andy Vo, PMP, CCM, LEED AP, MCPPO  
Sr. Project Manager

A graphic consisting of a dark grey triangle pointing to the right, containing the text "DELIVERING THE INFRASTRUCTURE OF CHANGE" in white, bold, sans-serif capital letters.

**DELIVERING THE  
INFRASTRUCTURE  
OF CHANGE**

21916684



**ADDITIONAL SERVICES AUTHORIZATION**

**Client:** Town of Brookline **Date:** September 16, 2021

**Project:** Brookline High School Expansion Cx **NV5 No.:** 859418-0180687

**Requested by:** Mr. Andy Vo - Hill International, Inc.

**Additional Services Requested:**

|                         |                                     |                    |                          |
|-------------------------|-------------------------------------|--------------------|--------------------------|
| Owner Requested Change: | <input checked="" type="checkbox"/> | Value Engineering: | <input type="checkbox"/> |
| Scope Change:           | <input checked="" type="checkbox"/> | Other:             | <input type="checkbox"/> |

**Additional Services to Include the Following:**

The Additional Services were requested by the Town of Brookline / Hill International, Inc. for the Building Envelope Commissioning sub-consultant to provide additional site visits and the associated field report documentation for the Brookline High School Expansion project.

- Five (5) Site Visits and the associated Reports at \$1,200.00 per day = \$6,000.00 - window Testing
- Refer to the attached Change Order Request #1 provided by Building Enclosure Associates, LLC.

**Additional Engineering Fee \$ 6,000.00**

|                       |                                     |         |                          |
|-----------------------|-------------------------------------|---------|--------------------------|
| Lump Sum:             | <input checked="" type="checkbox"/> | Hourly: | <input type="checkbox"/> |
| Hourly Not-to-Exceed: | <input type="checkbox"/>            | No Fee: | <input type="checkbox"/> |

- Services will be provided in accordance with the Base Agreement.
- Services will commence upon return of a signed *Additional Services Authorization Form*.
- By executing this ASA, Client acknowledges it is solely responsible for payment of fee associated with this ASA.

**Accepted by:** **Client** **NV5**

**Signature:** \_\_\_\_\_ *Michael C. Papagni*

**Name:** \_\_\_\_\_ Michael Papagni

**Title:** \_\_\_\_\_ Project Manager - NV5

**Date:** \_\_\_\_\_ September 16, 2021





September 15, 2021

Michael E. Papagni, PE Senior Associate,  
Senior Mechanical Commissioning Engineer, Project Manager  
NV5  
200 Brickstone Square  
Andover, MA 01810

RE: **Change Order Request #1**  
Brookline High School Expansion Project  
Project # 859418-0180687  
Brookline, MA

Dear Mike

We are submitting a Change Order Request for the following additional services on the above referenced project

Scope of Additional Services:

1. Additional Site Visits since we have exhausted the contract allowance.

FEES:

We propose the following budget for the scope of work detailed herein to be as follows:

| Task   | Fee         |
|--|-------------|
| Original Agreement: per BEA Proposal Rev October 23, 2018              | \$92,700.00 |
| Change Order # 1<br>Site Visits and Reports: 5 Visits @ \$1,200.00/day |             |
| Change Order #1 Subtotal:  | \$6,000.00  |
| Revised Contract Sum   | \$98,700.00 |

We trust that this Change Order Request meets your requirements. Please do not hesitate to call if you have any questions.

Yours very truly,  
Building Enclosure Associates, LLC

Michael Velji  
Principal In Charge

Accepted By:

\_\_\_\_\_

Date: \_\_\_\_\_